



Habitat for Humanity of Morrison County Board Member Job Description

PURPOSE: To act as a voting member of the HFHMC board with full authority and responsibility to develop policies, procedures and regulations for the operation of the organization; to monitor the organization's financial health, programs and overall performance; and to provide the chief executive officer with the resources to meet the needs of those the organization serves.

RESPONSIBILITIES OF THE FULL BOARD:

- Establish policy.
- Hire and evaluate the executive director.
- Secure adequate funding for the organization.
- Monitor finances.
- Create and update a long-range plan for the organization.
- Select and support the organization's officers and periodically review their performance.
- Adopt key operating policies and procedures; approve contracts as appropriate.

INDIVIDUAL BOARD MEMBER DUTIES:

- Attend all board meetings and activities, including special events and board retreats.
- Become knowledgeable about the local organization including Habitat for Humanity International.
- Come prepared for board meetings and be well informed about issues on the agenda.
- Contribute to meetings by expressing your point of view.
- Consider other points of view, make constructive suggestions and help make the board make decisions that benefit those the organization serves.
- Represent HFHMC to individuals, the public and to other organizations.
- Support the organization through a personal annual financial gift as appropriate.
- Assume board leadership roles when asked.
- Keep the executive director and board informed about any concerns the community has brought to your attention.

NOTE: While it is certainly not required to give a financial gift to the organization, it is encouraged, especially if involved in soliciting other gifts from individuals, organizations or corporations.



Board of Directors Application

Date of Application: _____

Name: _____

Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____ Fax Number: _____

Cell Phone: _____ Email: _____

Prefer phone calls at: Work Home Cell Phone
Prefer mail delivered via: Work Home Email

Employer: _____

Position: _____

General Responsibilities: _____

Please check areas of experience that apply to you:

- Prior non-profit board experience
- Fundraising
- Human Resources
- Management
- Training
- Finance
- Legal
- Human Services
- Public Relations
- Other _____
- Special Events/Conference Planning
- Youth Development Experience
- Marketing
- Public Speaking

Indicate any boards you have served on and your role on the board.

Please tell us a little about yourself and why you would like to serve on the HFHMC board of directors. Please feel free to attach a resume or additional information.

Background checks are required for all board members. Please forward your application to Habitat for Humanity Morrison County, PO BOX 321, Little Falls MN 56345 or email to, jbarrett@hfhmorrisoncounty.org. *Thank you.*